



Ref: FOIA Reference 2019/20-347

Royal Stoke University Hospital
Quality, Safety and Compliance Department
Newcastle Road
Stoke-on-Trent
Staffordshire
ST4 6QG

Date: 19th September 2019

Email foi@uhnm.nhs.uk

Dear

I am writing in response to your email dated 16th September 2019 requesting information under the Freedom of Information Act (2000) regarding dyslexia support.

As of 1st November 2014 University Hospitals of North Midlands NHS Trust (UHM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore the response below is for the two sites combined from that date where appropriate.

Q1 Do you have a record of those staff who have disclosed that they are dyslexic? If yes, can you please supply total numbers and numbers based on their grade?

A1 Disclosure of disability status is voluntary.
Dyslexia is not a specific disability status category in ESR (Electronic Staff Records System). There is a field in ESR for an employee to declare “learning disability/difficulty status”. As at 31.03.19 only 1.5% of the workforce had declared a disability of any kind and as at 31st August 2019, no employees had declared any ‘learning disability/difficulty’ status.

Information on disability status is sought at recruitment stage and appointment stage. In ad Publication of our joint staff networks newsletter in October will include information on dyslexia awareness week. In addition the Trust operates ESR Employee Self Service, which enables all employees to update their personal records, including disability status.

Q2 Do you have a support group, for employees, within your organisation who have dyslexia?

A2 University Hospitals of North Midlands has a Disability and Long Term Conditions Staff Network Group. The group meets quarterly, and also comments and contribute to the development or review of Trust policies and processes. The Network covers all disabilities and long term conditions and membership includes employees with a learning difficulty.

Q3 If yes, please provide the Terms of Reference (formal or informal) for this group

A3 Please refer to the attached document

Q4 Do you have a senior member of staff who leads such an initiative? If yes, what is this individual’s substantive job title?

A4 All of our staff networks have an Executive Sponsor. For the Disability and Long Term Conditions Staff Network Group, the sponsor is Helen Ashley, Director of Strategy and Deputy Chief Executive.

Q5 What mechanisms do you have in place to support staff with a degree of dyslexia?

A5 At UHNM we have an implementation of reasonable adjustments, e.g. visual adjustments such as paper colour, digital appliances; preferences about communications etc. Disability Leave paid in place for any leave requirements related to a disability that is not sickness leave. We also have an Occupational Health service for internal specialist advice about reasonable adjustments, which can include utilising the Flexible Working Policy.

The Trust is soon to launch a 'Tailored Adjustment Plan', which provides a living record of adjustments agreed between an employee and their line manager. The purpose is to have a record of what has been agreed; minimise the need to re-negotiate adjustments each time the employee changes jobs or is relocated or assigned a new manager and to provide employees and their line managers with a structure for discussions about workplace adjustments.

Q6 Is your organisation running any activities, in line with those suggested by the British Dyslexia Association, during Dyslexia Awareness week (7 to 13 October 2019)? (see <https://www.bdadyslexia.org.uk/support-us/awareness-events/dyslexia-awareness-week/daw-2019>)

A6 Publication of our joint staff networks newsletter in October will include information on dyslexia awareness week.

Q7 If yes, please describe what is planned / what your organisation undertook.

A7 Publication of our joint staff networks newsletter in October will include information on dyslexia awareness week

Q8 Do you have a senior member of staff, who has disclosed that they are personally dyslexic, who acts as an ambassador for this staff group? If yes, at what level do they function in their substantive role?

A8 No

Q9 As I am looking to set up a similar support group within my organisation, I would be most grateful if you could supply the name and contact details of the senior staff member who leads and/or the ambassador who supports the service in order that I can discuss the challenges and benefits of this initiative. However, being mindful that this may not be possible I would appreciate if my details could be provided to them.

A9 Charlotte Lees: Workforce Equality Manger. Charlotte.lees@uhnms.nhs.uk

*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

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An anonymised copy of this request can be found on the Trust's disclosure log, please note that all requests can be found at the following link: <http://www.uhnm.nhs.uk/aboutus/Statutory-Policies-and-Procedures/Pages/Freedom-of-Information-Disclosure-Log.aspx>

This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

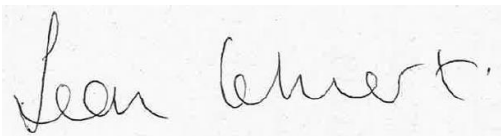
Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via www.ico.org.uk.

If following review of the responses I can be of any further assistance please contact my secretary on 01782 676474.

Yours,



Jean Lehnert
Information Governance Manager